

ANAND WILSON

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Anandwils.wordpress.com

A results-oriented project manager with 3 years of experience in copy editing and life cycle management of scientific, technical & medical books for clients like Elsevier & Springer.

Key Competencies & Education

- Bachelor's degree in Biotechnology (2012, Sathyabama University, India)
- 3+ years' international experience in scientific publishing sector
- Rated 'C2' the highest level of English proficiency on the Common European Framework of Reference for Languages (CEFR) by the International English Language Testing System (2015)
- Technically sound in computers including all major Operating Systems (Windows, Mac, Linux), MS Office Suite & Open Office
- Attention to detail, ability to work under pressure & put out quality work
- Strong interpersonal, leadership & presentation skills

Relevant Experience

◆ Creator & Editor

October 2007 – Present

Anandwils.wordpress.com (Personal website)

◆ Project Manager – Books

January 2012 – August 2013 (1yr 7mos)

SPI Global, India

(A global Knowledge Process Outsourcing company, for scientific, technical, medical books)

Managing end-to-end Project Planning for 50 technical books a month, Estimation, Budgeting, Client Interfacing, and Leadership for a 30 member book production team. On the ground activities include,

- Client Co-ordination, Handling Multiple Projects within the Account, Reports/Dashboards, Project Tracking and Reporting Weekly Status to the Client.
- Team – Supervision, Allocations, Management of Resources, Effort Estimations, Review, Tracking Delivery Quality, Identifying Learning Needs for Team Members, Conflict Resolution
- Formulate Training documents and assessment plans to increase skill of team members
- Proofread and quality check pages as required before upload to client

◆ Copyeditor

May 2010 – November 2011 (1yr 6mos)

TNQ Books and Journals Pvt Ltd, Chennai, India

(A full publishing service provider for offshore operations of major scientific publishers like Elsevier)

- Copyedit, Proofread up to 60 pages a day of journals, books and other material according to client needs
- Work Allocation and Training for Jr. Copyeditors
- Conduct quarterly Internal Audits, and liaise with the client for yearly external Audits
- Coordinate with Internal Quality Team to ensure client updates are disseminated across different teams
- Feedback and Process Improvement with the Software Development teams, of Editing and Conversion Tools